UNITED STATES DISTRICT COURT for the District of Plaintiff Civil Action No. V. Defendant **SUMMONS IN A CIVIL ACTION** To: (Defendant's name and address) A lawsuit has been filed against you. Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff's attorney, whose name and address are: If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint. You also must file your answer or motion with the court. DOUGLAS C. PALMER CLERK OF COURT Signature of Clerk or Deputy Clerk

Civil Action No.

## PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (1))

This summons for (name	e of individual and title, if any)			
received by me on (date)				
☐ I personally served t	he summons on the individual a	t (place)		
p		on (date)		
☐ I left the summons a	t the individual's residence or us			
		f suitable age and discretion who r	esides there	2,
on (date)		he individual's last known address		
☐ I served the summor	ns on (name of individual)			, who is
designated by law to ac	ecept service of process on behal			<b>—</b> ´
		on (date)	; or	
☐ I returned the summe	ons unexecuted because			; or
☐ Other (specify):				
is other (specify).				
My fees are \$	for travel and \$	for services, for a total of	\$	
I declare under penalty	of perjury that this information	is true.		
		Server's signature		
		Printed name and title		
		1 med mine and me		
		Server's address		

Additional information regarding attempted service, etc: